

**CONFIDENTIAL**

25X1

21 June 1948

MEMORANDUM FOR RECORDNOTES ON LONDON BUREAU

## 1. Table of Organization

a. No assistant chief is needed at the London Bureau.

b. A chief editor is, however, needed at the London Bureau.

c. One additional editorial position should be requested. This is because [ ] a British subject, is now performing the duties of an editor while she is carried as a locally hired employee not charged against an editorial position. If, and when, she leaves (and it is contemplated that she will) an American editor should replace her. 25X1

d. Plans should be made as early as possible for possible replacements for [ ] all of whom are eligible for return to the States. 25X1

2. [ ] has not been paid for his trip to Cairo from London in June 1947. He also has never been reimbursed for his wife's travel to London from the U. S. He desires to return to the States for reorientation about 1 October and wants to take sixty days leave. 25X1

3. The BBC does not desire that we spend forty thousand dollars on furnishing a file to them. An increase in the editorial and teletype staff can therefore be delayed for some considerable time.

4. [ ] points out that under present procedure the wire room is required to file the full text of any item mentioned in the roundup and believes that a ruling which would not require this would be more efficient since the full text can always be produced on demand. 25X1

5. I advised [ ] that I would prepare a questionnaire in Washington to be mailed to recipients of his local service periodically in order to insure that we do not again get too far out of contact with the consumers. 25X1

6. The present locally hired staff in London is employed as follows:

[ ]	Editor	1	25X1
	Teleprinters, Caversham	9	
	Teleprinters, London	6	
	Messenger, London	1	

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Teleprinter mechanic, London and Caversham	1
Messenger at Caversham	1
Clerk typist, London	1
Communications officer, London & Caversham	1
<b>TOTAL</b>	<b>21</b>

## 7. The American staff is employed as follows:

0730 to 1800, first shift, 2 editors

1500 to 0130, second shift, 2 editors

Only one editor on these shifts on Saturday and Sunday.

3 editors work on roundup 5 days a week, 8 hour shifts, 1530 to 0030. Instructions were issued to reduce three hour overlap to one hour and consider the possibility of 24 hour day operation upon receipt of transportation from the States.

## 8. The following employees were at their request interviewed:

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## a. [redacted] Administrative Assistant - [redacted]

believed that the discipline in the organization was far from satisfactory, that as administrative officer she was required to certify as to the correctness of time and attendance forms, pay rolls, etc. which she knew were not correct, but that she had no way of checking on it since her office was in London and the personnel involved were at Caversham. She also stated that it was her opinion that some members of the staff did not work more than 4 or 5 hours per day and were credited with a full day. She also stated that she believed shifts were arranged that people could get the maximum in holiday pay for night differential rather than being based on operational efficiency. She considered [redacted] to be weak administratively and thought that she would not desire to continue too long in this Bureau unless the situation was considerably improved.

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## b. [redacted] substantiated in every detail statements made by [redacted] and cites as an example the fact that [redacted]

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[redacted] was on many occasions drunk on duty and that [redacted] was fully informed of this and that he took no action to correct it until forced to do so by instructions from Washington. [redacted] desires to be transferred to the new station at Cyprus after completion of approximately one year in London, if she cannot be transferred she then desires to be granted permission to approach the Office of Special Operations for a transfer thereto. I said that if it was determined that [redacted] could not be transferred to Cyprus, I agreed to call [redacted] in Special Operations and tell him that [redacted] was interested and that there was no objection to them corresponding with her on this subject.

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c. [redacted] substantiated the statements made by [redacted]. She also desires to transfer to Cyprus.

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d. [redacted] wants a promotion to a CAF-12 and assignment as chief editor, London. I advised him that I would give his request due consideration.

9. At a later date I discussed the points brought out in interviewing [redacted], Chief of the London

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Bureau. He stated that he was positive that the attendance forms had been generally correct but admitted that employees might on certain occasions trade a shift without it being accurately reflected on the time and attendance record. I advised [redacted] that I considered the rules of punctuality and his enforce-

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ment of discipline to be substandard and that it must be improved without further delay. I advised him as I had advised him last summer in Washington that I would tolerate absolutely no infraction of the rules of discipline which involved being drunk on duty, and that it was a definite reflection in his administration to have Washington act on these matters. [redacted]

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assured me that I would have no more difficulty in this respect.

10. At a conference held with the employees of the London Bureau, the following points were brought out:

a. Editors find the weekly changes in the targets too difficult to meet and request the present system of making changes by teletype be modified. They suggest referring to the Targets by country rather than by letter and number alone. Generally speaking editors consider the Targets useful and helpful but too voluminous. They should be of maximum assistance.

b. Lights in the Caversham office were considered unfit and permission was requested to obtain Neon lights.

c. A general complaint was that the Caversham staff was not kept fully advised of programs being received at other stations and consequently felt that they could not always intelligently tell what they should file first, if at all, to Washington.

d. A second general complaint is the lack of an editorial style book. Editors complain that editorial technique is sometime changed without notice and that they are sometimes "called" for doing something improperly when they did it exactly as they had always done it before.

e. All members of the staff feel the need for closer relationship with Washington.

f. The question of quarters and living allowances was again raised and the Chief of the Bureau was instructed to submit to Washington new forms which reflect the expenses actually incurred by employees, and FBI, Washington, would give full support in an attempt to get the allowances raised.

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L. K. White

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